

SPO ALERT

Date: 1/6/2020

To: State Agencies

From: State Procurement Office

Re: Legal Aspects of Contracting Training: Developing a Better Understanding of Key Terms and Conditions

Legal Aspects of Contracting: Developing a Better Understanding of Key Terms and Conditions

Course	Session	Date	Time	Location
Legal Aspects of Contracting: Developing a Better Understanding of Key Terms and Conditions	ADCONT101	2/4/2021	10:00 am - 12:00 pm	Virtual

Please join us for an upcoming training on Legal Aspects of Contracting!

Content Description:

This training will walk through core terms and conditions in the current SPO templates of uniform and special terms and conditions. Our aim is to assist procurement officers in negotiations with vendors and contract administration by providing information and practical tips related to the underlying statutes and legal concepts.

Target Audience: Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers

To register for a webinar visit TraCorp (<https://adoa.server.tracorp.com>), and login:

1. Click on Assigned Content
2. Type in the course number in the search field
3. Click on the down arrow next to the search box and select, "Entire Catalog"
4. Click on the search button, Magnifying Glass icon
5. Click on the search result
6. Click on the "Register" button

Users will receive an email with Webex registration information.

If there are any questions, please feel free to contact Joe Stubblefield, *SPO Training Administrator* at joe.stubblefield@azdoa.gov.